

7 January 1986

MEMORANDUM FOR: OSD/EXO

FROM: ESD/EXO

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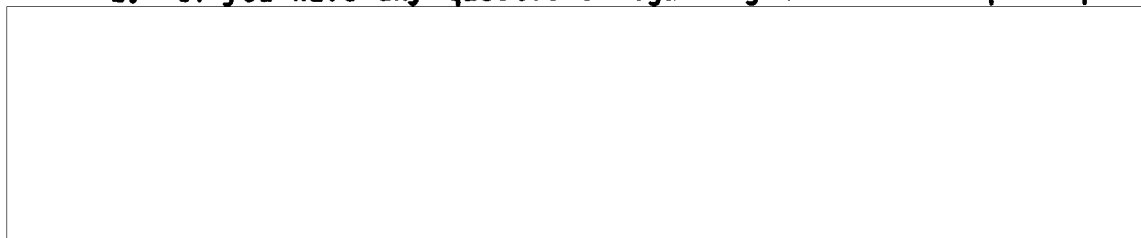
SUBJECT: Secure Line Telephone

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2. If you have any questions regarding the above request please call

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MEMORANDUM FOR: Executive Director

FROM: Richard J. Kerr
Deputy Director for Administration

SUBJECT: Repairs and Renovations

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1. Drastic times call for drastic measures. In view of the recent budget cuts that we have endured in the Directorate of Administration (DA) and the enormity of the hard, unfunded requirements that we are compelled to fulfill, I have directed the Office of Logistics to undertake no further renovations which are for \$5,000 or less.

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2. We obviously will have to take care of those items dealing with safety and security but, beyond that, we will only install telephones, power, and appropriate necessary terminal hookups. We do not intend to construct partitions, move partitions, repaint, recarpet, etc. In keeping with these efforts and to maintain consistency throughout the Agency, I suggest you sign the attached memorandum addressed to the Deputy Directors.

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25X1

Richard J. Kerr

Attachment

25X1

6 March 1986

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology

FROM: James H. Taylor
Executive Director

SUBJECT: Repairs and Renovations

The Deputy Director for Administration has brought to my attention a moratorium that he has declared on repairs and renovations beyond the bare necessities in his directorate. This moratorium applies to planned renovations at Headquarters, as well as those for the outlying buildings. Due to budget constraints, the Directorate of Administration (DA) will not undertake any renovations amounting to \$5,000 or less for the remainder of FY 1986 not already funded by the DA. In order to maintain consistency throughout the Agency and a sense of fairness to all Agency personnel, you are requested to curtail all renovation projects funded by your directorate for the remainder of the fiscal year. Any renovation projects which must be undertaken under these dire circumstances should only include the minimum essentials, i.e., installation of phones, power, and necessary terminal hookups.

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James H. Taylor

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DDA 0500-86
14 March 1986

MEMORANDUM FOR: Deputy Director for Science and Technology
Deputy Director for Operations
Deputy Director for Intelligence

FROM: Richard J. Kerr
Deputy Director for Administration

SUBJECT: Telephone and Data Terminal Services

1. The budgetary crunch affecting the Agency is having a serious impact on our ability to continue to provide modifications to telephone and data terminal services. In an effort to manage costs, it is my decision to reduce installations, moves, and changes to an absolute minimum. Any decision to accept requirements that affect existing service will be made by the Director, Office of Information Technology. This action is a first step at cutting the costs associated with some of the vital services we provide. I solicit your support in this effort.

2. The freeze in services indicated above affects all Agency satellite buildings, as well as Headquarters, and is in addition to the freeze associated with the installation of the new non-secure telephone system.

3. Please relay this information down to all levels in each component.

/s/
Richard J. Kerr

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